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| MEMOR | ANDUM | FOD. | Denu |
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| MEMOR | MINI/UM | ruk • | HADII |

Deputy Director for Administration

Deputy Director for Operations

VIA:

Chief, Evaluation and Plans Staff, DDO

Special Support Assistant, DDA

25X1

25X1

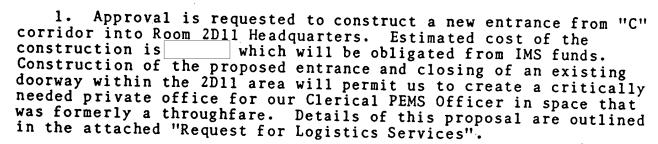
FROM:

Chief, Information Management Staff, DDO

SUBJECT:

Approval to Construct a New Entrance into

Room 2D11 Headquarters



Continuing, and often unnecessary, losses of our clerical personnel are hampering IMS support to the Directorate. A review of recent clerical personnel losses reveals that more readily available career counseling outside the supervisory chain of command could have headed off a number of these losses and has led us to create a new Clerical PEMS Officer position. The requested renovation provides both a private and inconspicuously accessible area for this counseling and maximizes the use of space which is now under-utilized.

25X1

Attachments: As stated

25X1

NFIDENTIAL DDIA REGISTRY SUBJECT: Approval to Construct a New Entrance into Room 2D11 Headquarters

CONCUR:

| Chief, Evaluation and Plans Staff | Date |
|-----------------------------------|--------------|
| | 18 JUL 10881 |
| Special Support Assistant, DDA | Date |
| | |
| APPROVED: | • |
| ρ | • |
| | 2 1 JUL 1986 |
| Menuty Director for Operation | Date |
| | |

CONFIDENTIAL

SUBJECT: Approval to Construct a New Entrance into Room 2D11 Headquarters

25X1 C/IMS/PS :plf/9 July 1986

DISTRIBUTION:

Original - Addressee

1 - DDO/REG

1 - SSA/DDA

1 - C/EPS

- C/IMS

1 - PS Chrono

- DDA

CONFIDENTIAL

| | REQUEST FOR LOGISTICS SERVICES | | | | | | | | |
|---|--|--|------------------|---------|--------------------------|-------------|--|--|--|
| i | MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS | | | | | | | | |
| ATTENTION : | | | | | | | | | |
| | Service Requested: | | | | - | | | | |
| | | | | | | | | | |
| | | Request that a new entrance way be installed in Area B of room 2D11 Hqs., which will open into C corridor. Also, request removal of an electrical outlet in inside of Area B, located on the north wall. | | | | | | | |
| 25X | 1 | | | , | | | | | |
| | Approved: | | | 7/7/76 | | | | | |
| . | | DDO/SMO | | | | · | | | |
| | | , | | | | | | | |
| | Justification: | res No | | | Deadline Date, if as a p | pplicable | | | |
| Area B needs to have a new entrance way for use by the CS/IMOs since Area A will be made into a private office for the IMS/PEMS Clerical Officer. | | | | | | | | | |
| | | . • | | | | | | | |
| - | Special Considerations, if any: | | | | | | | | |
| | | | | | - | | | | |
| | Vault | | | | | | | | |
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| | | | | | | | | | |
| | Location where work is to be perform | | | | | | | | |
| 25X | | eu (room no. & bidg.) | Contact Official | | Cost Center | Tel. Ext. | | | |
| , | Date of Request | Requesting Official | | | 1 | | | | |
| 25X 25X | 1 1 3 Jul 86 | | | IMS/LOG | G. | . Tel. Ext. | | | |
| F. | ¹⁸⁴⁴ 2620 | | | • | | | | | |

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